

# MDGS/PSCP Construction Document (CD) Submittal Checklist

## CD Submission

- Construction Document Drawings (Should be 95%)
- CSI Master Format Specifications including Front-end portion w/Bid Form, MBE requirements, Prevailing Wage Rates, etc.
- IAC/PSCP Form 303.1 Construction Document Submission – Completed & Signed
- IAC/PSCP Form 303.2 Construction Document Analysis – Completed & Signed Updated
- IAC/PSCP Form 302.2 Life Cycle Cost Analysis Summary – Completed & Signed if DD submission was waived
- IAC/PSCP Form 302.4 Cost Estimate Summary & Worksheets – Completed & Signed
- Narrative Descriptions (All Design Disciplines) if DD submission was waived
- Geotechnical Report if not submitted previously or has been updated
- Updated Electrical Calculations & Power Requirements
- Updated Mechanical Calculations
- Updated Structural Calculations
- MBE Goal Setting Model Analysis Form
- MSDE DD Review Letter and MSDE approved LEA Response to DD review (if applicable)

## Non-Systemic: Additional Documents

If non-systemic (e.g. Replacement, New School, Addition/Renovation) and/or Programming is involved, please also provide (for both DD and Abbreviated DD submissions):

- Color Keyed Floor Plans (see MSDE-IAC-DD-CD Submission Checklist: <https://iac.mdschoolconstruction.org/wpcontent/uploads/2021/09/MSDE-IAC-DD-CD-Submission-Checklist-Fillable-9.16.2021.pdf>) if not submitted previously or has been updated
- High Performance Narrative, LEED Scorecard, or Green Building Plan; if applicable if not submitted previously or has been updated
- If facility will serve as an emergency management shelter, provide a plan diagram of areas to serve this purpose in the school and correspondence with MEMA if not submitted previously or has been updated
- Space summary table including current and prior phases (as an excel document) if not submitted previously or has been updated
- MSDE and IAC Teaching and CUS Tally Table and Legend for Floor Plans: <https://iac.mdschoolconstruction.org/wp-content/uploads/2023/08/Teaching-Station-CUS-Tally-Table-and-Legend-for-Floor-Plans.pdf>

## *Please Note*

1. This checklist is intended for Facility Planners and Consultants to use as a tool in the preparation of submissions. See PSCP Administrative Procedures Guide for details of each submission phase.
2. Need **(1 complete set)** original signed Forms and Cost Estimate scanned (pdf, typical).
3. CD submissions will not be processed for review, until after DD Review is complete and project is approved to proceed to next phase.